



2016-2019 South Bend

Common Council

Tim Scott, 1st District

Regina Williams Preston, 2nd District

Randy Kelly, 3rd District

Jo Broden, 4th District

Dr. David Varner, 5th District

Oliver J. Davis, 6th District

Gavin Ferlic, At Large

John Voorde, At Large

Karen L. White, At Large



Kareemah Fowler, City Clerk

Bob Palmer, Council Attorney

For assistance on city-related questions, the City's Curb & Sidewalk Repair Reimbursement Program, & non-emergency services contact your Council Members or call 311 Monday-Friday from 7:30 am to 5:30 pm, or try the 311 Mobile and Online App



Public Works and Property Vacation Committee 2017

"Oversees the various activities performed by the Building Department, the Department of Public Works & related public works & property vacation issues"



South Bend Common Council
441 County-City Building
Downtown South Bend 46601
574.235.9321 574.235.5567 TDD
574.235.9173 Fax

Day to Day Operations

The 5-Member Board of Public Works meets on the 2nd & 4th Tuesdays of each month at 9:30 am on the 13th Floor County/City Bldg. They review:

- Construction Bids & Quotes
- Contracts & Proposals
- Use of Public Right of Ways
- Leases
- Easements & Encroachments
- Block Party Applications
- Community Gardens Proposed on Public Property
- Downspout Disconnects
- Disabled Parking Applications
- Residential Parking Petitions
- Proposed Walks, Runs, Parades



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What We Do



Review appropriation ordinance requests from the Department of Public Works which include six (6) Divisions: Engineering, Environmental Services, Equipment Services, Sustainability, Transportation and Water Works.

Review requests for vacation of public streets and alleys, which are first referred to the Board of Public Works for review and recommendation before the Common Council takes final action.

The governing state law in *Indiana Code* § 36-7-3-12 through 16. Local procedures are set forth in the *South Bend Municipal Code* §18-53.8 through §18-53.10. The process begins by the person wishing to vacate going to the Engineering Office in the Department of Public Works, 13th Floor County-City Building to informally discuss your request & the process, as well as order the radius map. The Common Council requires a person to:

1. File a completed petition, radius map and proposed ordinance, a \$150.00 nonrefundable filing fee along with certified, stamped and addressed envelopes for each owner whose property is within 150' of the exterior boundaries of the property proposed to be vacated; with the Office of the City Clerk on the 4th Floor County-City Building
2. If the filing is complete the City Clerk places the title of the proposed ordinance on the Council's next meeting agenda for 1st Reading. At that meeting it is referred to the PW & PV Committee for review and a public hearing date is set.

3. Notice to the property owners within 150' is given via the certified mailings of the date of the public hearing. On that date the Public Works & Property Vacation Committee will meet to hear from the person filing the request, receive a recommendation from the Board of Public Works, hold a public hearing and make an advisory recommendation to the South Bend Common Council.
4. Public Hearing before the Common Council on the proposed vacation is where the person seeking the vacation publicly states the reasons why it is being sought with the public having the opportunity to voice their opinions.

Suggestions & Governing Criteria:

Talking to the surrounding property owners who may be affected and/or host a meeting **BEFORE** the Council is to take final action. If cross-access easements are recommended by the Board of Public Works, have those documents prepared **BEFORE** the PW & PW Committee meeting. The Council may deny a request if it would:

- **Hinder growth or development**
- **Make access difficult or inconvenient**
- **Hinder public access to public buildings**
- **Hinder use of public way into the neighborhoods**

If a vacation is denied it cannot be refiled for 2 years.

Public Works & Property Vacation Committee

Committee Members:



John Voorde, Vice Chairperson

Council Member At Large



Jo Broden, Chairperson

4th District Council Member



Randy Kelly, Member

3rd District Council Member



Gavin Ferlic, Member

Council Member At Large

For More Information

Contact Your District Council Member

Council Members

At Large

City Engineering

574.235-9251

